Present: Ben Morton, Bruce Herczogh, Stanlee Miller, Ray Smith, Mary Joe Williams, Pat Padgett, Debra Andrews, Mildred King, Charlotte Holmes, Sandy Smith, Kathey Ricketts, Jana Mize, Faye Rister, Patsy Sowell, Ann Duncan, Jo McAnally, Anolyn Watkins, Ruth Taylor, Dot Roberts (alt.), Kathi McGuffin (alt.), Lon Martin (alt.), Lib Mills (alt.).

Absent: Judi Nicks, Linda Westbrook (alt.), Lynn Belding, Paula Henderson, Phil Howard, Kathy Hunter, Scooter Bridges, John McKenzie, Charlie Butts, Claudia Martin (alt.), Frances Wald (alt.), Lib Miller (alt.), Tony Caver (alt.), Judy Pilgrim (alt.), Annette Carver (alt.), Margie Spangenberg (alt.), Elizabeth Adams (alt.).

The meeting was called to order by Chairman Ruth Taylor with the introduction of members. Guest speaker Gerald Vander Mey was introduced from the Campus Master Planning Office.

Gerald gave a slide presentation and talk on the proposed developments for the Clemson University campus and grounds for the next five (5) years.

Two corrections were noted to the October minutes:
John McKenzie was present
Linda Westbrook was absent

COMMITTEE REPORTS:

Policy Committee - Stanlee Miller
1) A resolution was distributed from the Faculty Senate on the University smoking policy. A motion was made and seconded to accept the resolution. After a discussion, the motion did not pass. A second motion was made to accept the resolution if the clause prohibiting the sale of smoking materials was removed. Another discussion was held and the motion passed unanimously.

2) Policy committee has requested a detailed budget from Parking Services which will provide operating information on how this auxiliary service. Will pursue other auxiliary services as well for information.

3) A letter has been received by the committee regarding a change for spring and fall breaks at the university. Ray Thompson provided information to the group on the current policy for deciding break periods and encouraged the Policy Committee to talk with Pat Collins in Personnel. A discussion was held on giving flexibility for staff members within the University for working during the breaks. Ben
Morton was asked to include this issue in the January newsletter. The policy committee is responsible for providing this information to Morton.

4) Compensation for unused sick leave is being addressed in Columbia for those persons leaving the state system.

Communications Committee - Ben Morton
A report was given from the Benefits Fair. Six people signed up for donations to the Classified Staff Commission Scholarship. We currently have $469.00/month in place for the scholarship. The goal is to reach $10,000 and have the scholarship endowed. Pat Padgett announced any money not expended each year will go back into the endowment, and she believes we will reach the goal for the endowment within the next two (2) years. We have 13 new contributors who have enrolled this semester. Pat will be working with Ann Smith to develop a brochure. Padgett recognized the Communications Committee for the excellent booth at the Benefits Fair.

The suggestion was made to have a cash jar for scholarship donations at the fair next year. Ray Thompson recommended an honor roll to recognize those staff who are currently contributing within the university for the scholarship fund. Several suggestions were made to raise money including working a booth at one of the football games (Pat Padgett will check into) and selling programs at the games (Kathey Ricketts will check into).

A correspondence record has been initiated by Ray Smith. It shows letters received by each committee and their dated response.

Welfare Committee - Jo McAnally
Distributed a proposal for classified staff to have a study leave policy. Ray Thompson will take this information to state officials for review before discussion is held by the group. He will have information to the Welfare committee by this Friday.

Budget Committee - Jana Mize
Any major changes in the budget will be brought before the group for discussion.

University committees

Telecommunications - no report

Parking/Traffic - Stanlee Miller
The report has been tabled until an inventory of all parking is completed. There is not a complete map available at this time for shuttle service locations around campus. The traffic committee has received word from appropriate
officials that there is not a need for a turn signal at the light on Perimeter Road. The town says the Perimeter intersection with Highway 76 is the university's problem. The commission will hold this item for discussion next month when John McKenzie is in attendance.

Athletic Council - no report.

Accident Review Board - no report.

Strategic Planning Committee - Ruth Taylor
A vision statement has been prepared for Dr's Lennon and Maxwell with Taylor voting against the statement due to the wording. The statement is currently with Dr. Lennon.

Joint University/City Planning - Ruth Taylor
Congestion has been noted at the Calhoun intersection near the railroad trestle. It is extremely expensive to correct. Under consideration is having the traffic cross the railroad. Widening the road is out of the question.

OLD BUSINESS

Ron Herrin was asked for feedback on the Benefits Fair. He informed the group that 700 people registered and he had received favorable comments. Ruth Taylor complimented Herrin on the Fair.

As far as the resolution for staff representation on search committees, it has been approved by the President's Cabinet and sent on to the Faculty Senate for review. Faculty Senate is currently rewriting the Faculty Manual and will be doing so for the next several months. They are talking favorably of changing the statement prohibiting classified staff; however, they have not made the decision to add a statement encouraging staff representation on search committees. Commission members were encourage to participate in the Faculty Senate meetings which are held on the afternoon of the Staff Commission meetings.

The recent resolution by the Staff Commission on merit was presented to the President's Cabinet by Ruth Taylor. The resolution asked for a change in the law. Dr. Lennon has agreed to lobby for the Classified Staff. In November the agency heads will meet and consider this resolution. Lennon feels that this may be a positive year for change. He emphasized two items to keep in mind: need to lobby for all state agencies, not just Clemson University and establish adequate merit.

NEW BUSINESS

November 28 has been designed as "No-Drive Day" for the University. It is a project of the language classes. A vote was taken by the Classified Staff to uphold this no-driving day, and it passed unanimously.
Nominations were taken for Vice-Chair for the Classified Staff. Two nominations were submitted: Patsy Sowell and Sandy Smith. The vote resulted in a tie. Attached to these minutes is information on both candidates. Please review the information and come to the December meeting prepared to vote.

Dr. Lennon will be the guest speaker at the December meeting. The meeting will be held on December 11 at 10:00 AM in Lehotsky Auditorium. Dr. Lennon will be speaking on leadership development. Each member is encouraged to bring a guest.

Ray Thompson provided information on the new training center currently underway for the Personnel Division. The Center will be housed in the old Presbyterian Church Facility on Highway 76. It will be strictly for employee training; however it will be open to outsiders for a nominal fee which will go towards furnishing the building. He is projecting that the Center will be completely operational and furnished within five (5) years. He encouraged staff to attend special courses and seminars offered through the University. He distributed a booklet on the training programs which will be given to each staff member. The next publication from Personnel Services will be a brochure on drug awareness followed by the Employee Handbook.

Dr. Lennon has requested that the Classified Staff Commission begin considering ways in which Classified Staff may be recognized for their contributions to the University. Ruth Taylor suggested submitting information to the Clemson Weekly on special projects which have been completed by staff members. It was requested that this discussion be included in the January newsletter from the Commission for feedback from staff employees. Taylor asked the Welfare Committee to look into this issue and they are to bring ideas back to her for Dr. Lennon.

Regarding attendance at Commission meetings, the Policy Committee has prepared a statement that will go into effect immediately according to Ruth Taylor. If you do not attend the meetings, you will receive a letter from the Chairman. If you do not attend your Committee meetings, you will receive a letter from your Committee Chair. Absences will be noted. This policy hopefully will encourage the elected members to participate fully in the Staff Commission.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Anolyn Watkins